



## DOCUMENT CHECKLIST STUDENT (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Consult the [Instruction Guide \(IMM 5552\)](#) to find out if you are required to provide some or all forms and documents listed in this checklist. If any of the required documents are missing, your application could be returned or refused. **Do not submit original documents unless instructed to do so. Original documents will not be returned.**

**All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.**

**Important:** If you are also applying for a work permit, you **must** include the fees and documents required to assess your application for that permit. Consult the appropriate guide for student or worker requirements.

Gather your documents in order of the checklist and check  each item.

### I have enclosed the following items:

	<b>FORMS LIST: The following forms must be completed, signed and dated.</b>	<input checked="" type="checkbox"/>
1	<i>Application to Change Conditions, Extend my stay or Remain in Canada as a Student</i> (IMM 5709) <b>Note:</b> If this application form is completed on a computer it <b>must</b> be validated to generate a <a href="#">barcode page</a> . If you apply on paper, print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).	<input type="checkbox"/>
2	<i>Use of a Representative</i> (IMM 5476), if applicable <b>Note:</b> Complete this form <b>only</b> if you are using the services of an authorized representative, or if you are appointing or cancelling a representative	<input type="checkbox"/>
3	<i>Authority to Release Personal Information to a Designated Individual</i> (IMM 5475), if applicable <b>Note:</b> Complete this form only if you authorize Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.	<input type="checkbox"/>
4	<i>Statutory Declaration of Common-law Union</i> (IMM 5409), if applicable	<input type="checkbox"/>
5	<i>Custodianship Declaration - Custodian for Minors Studying in Canada</i> (IMM 5646), if applicable <b>Note:</b> Page 1 and 2 of the form must be completed if the minor is <b>less than 17 years of age</b> and intending to study in Canada without a parent or legal guardian. The appointed custodian must reside in Canada.	<input type="checkbox"/>
	<b>DOCUMENTS LIST: For each person included in the application.</b>	<input checked="" type="checkbox"/>
1	Proof of Payment	<input type="checkbox"/>
2	PHOTOCOPIES of passport pages clearly showing <b>each of the following</b> : <ul style="list-style-type: none"> <li>• the passport number;</li> <li>• the dates of issue and expiry;</li> <li>• your name and date of birth;</li> <li>• the stamp made by the Canadian authorities on your most recent entry into Canada; and</li> <li>• any other marked page.</li> </ul>	<input type="checkbox"/>
3	PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificate, alien registration cards, etc.) if you did not use a passport to enter Canada	<input type="checkbox"/>
4	PHOTOCOPY of your current immigration document (if you have one)	<input type="checkbox"/>
5	PHOTOCOPY of your Marriage License or Certificate (if applicable)	<input type="checkbox"/>
6	Proof of acceptance or enrolment (including, but not limited to <a href="#">Designated Learning Institutions</a> )	<input type="checkbox"/>
7	Proof of academic standing at institutions: letter from institutional registrar and/or photocopies of transcripts from your last two periods of study	<input type="checkbox"/>

8	<p>If studying in Québec, MIFI's (Ministère de l'Immigration, de la Francisation et de l'Intégration) letter of approval concerning your application for a Québec Acceptance Certificate (CAQ), or a valid <i>Certificat de sélection du Québec</i> (CSQ) application if your <i>Application for Permanent Residence</i> is being processed from within Canada</p> <p><b>Note:</b> As of February 13, 2024, MIFI updated their "Québec Acceptance Certificate" (CAQ) which includes information about the provincial attestation letter. A study permit application that does not include this updated CAQ, or meet an exception outlined in the Ministerial Instructions, will not be accepted for processing.</p>	<input type="checkbox"/>
9	Proof of funds available or means of support	<input type="checkbox"/>
10	<p>Study permit applications submitted to IRCC now require a Provincial Attestation Letter / Territorial Attestation Letter (PAL/TAL) from the intended province or territory of study as of January 22, 2024. Unless you meet one of the <a href="#">exceptions</a>, you must submit a PAL/TAL.</p> <p><b>Note:</b> A study permit application that does not include a PAL/TAL, or provide proof of meeting an exception outlined in the Ministerial Instructions, will not be accepted for processing.</p>	<input type="checkbox"/>
<b>If you are a refused Refugee Claimant applying to the Federal Court:</b>		<input checked="" type="checkbox"/>
11	<p>Proof that you cannot support yourself without recourse to social assistance (welfare)</p> <p><b>Note:</b> If you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department.</p>	<input type="checkbox"/>
12	Proof that you filed for a review of your case by the courts	<input type="checkbox"/>